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OFFICE OF RESEARCH AND REPORTS

9 April 1951

Office Notice R51-2

SUBJECT: Participation in and attendance at National War College,
Industrial College of the Armed Forces, Strategic
Intelligence School

RECISSION: O/RR Operating Procedure - Instruction No. 52, 23 Feb 51

1. Policy. This Office, pursuant to CIA policy, encourages the attendance of its personnel at lectures at the above-mentioned institutions on a "need-to-know" basis subject to the demands of higher-priority work. It is expected that personnel will not request clearance for lectures other than those related to their assigned duties and that all availing themselves of this privilege extended to CIA will be punctilious in prompt arrival or prompt notification of unavoidable change of plans. This Office also desires whenever possible to respond favorably to requests from these institutions for the participation of O/RR personnel.

2. Eligibility. Only professional personnel of Grade GS-13 and higher may attend lectures at the National War College or at the Industrial College of the Armed Forces. All grades of professional personnel may attend lectures at the Strategic Intelligence School.

3. Procedure for attendance. Requests for clearance to attend lectures at the two colleges will be telephoned to O/AD/RR by 1030 of the day prior to that of desired attendance, since O/AD must transmit all requests to the Office of the Assistant Deputy Director (Administration). Word as to whether clearance has been granted (it is sometimes necessary for the office of ADDA to choose among applicants) is received in O/AD/RR by 1630 and telephoned to the division requesting. Requests for clearance to attend lectures at the SIS, which clearance is arranged directly with the school by O/AD, should be made to O/AD by noon of the day before. Clearance for the National War College is arranged entirely by telephone; both the Industrial College of the Armed Forces and the SIS require that a letter prepared in O/AD requesting admission be carried to the first lecture any individual attends during any school term.

4. Participation. O/RR personnel approached by authorities of any of these three institutions relative to their availability for lectures, or conduct of or participation in discussion groups, should suggest that a formal request be made of the Director of CIA, whose policy is stated to be to accede to such requests whenever the office concerned advises that the individual or individuals can be made available.

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5. Cancellations. It is expected that O/RR personnel will request clearance for lectures only when they have every intention of attending and reasonable anticipation that they will be able to do so. In case of unavoidable change of plans, O/AD/RR will be notified immediately, in order that the cancellation may be passed on to the Office of the Assistant Deputy Director (Administration) and the institution concerned, and that the place be made available to another applicant. Neglect in this regard reflects unfavorably both on the individual at fault and on the Agency, and may affect clearances for future lectures. Unused letters for admission to Industrial College and Strategic Intelligence School will be returned to O/AD.

FOR THE ASSISTANT DIRECTOR:

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Acting Deputy Assistant Director
Research and Reports